

Justice Bulletin

Montana Board of Crime Control

*A Publication of the Montana Board of Crime Control 3075 N. Montana, PO 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722 TTY 444-7099*

Request for Proposals (RFP)

#09-03 (U) Enforcing Underage Drinking Laws (EUDL)

New subgrantees must register online at mbcc.mt.gov
at least five (5) days prior to submitting the online application.

Proposal Deadline: January 5, 2009

Project Dates: July 1, 2009, to May 31, 2010

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for programs to be funded through the Federal Enforcing Underage Drinking Laws program. Funding for this program comes from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) of the Federal Department of Justice. The purpose of the program is to provide funding for the enforcement of underage drinking laws and for coordinated community responses to the reduction of youth alcohol access.

Approximately \$332,500 will be available, depending on the availability of federal funds. The total eligibility period is 12 months, depending on availability of federal funds; continuation for an additional 36 months is possible, depending on the availability of federal funds. Applications for continuation funding must be submitted annually. EUDL subgrantee continuation programs in good standing will be given first priority for funding; however, funding is considered on a year-to-year basis and is not guaranteed.

Note: Because federal funds are not always available immediately following the award date, programs should prepare for this contingency.

II. Eligibility

Eligible applicants include units of local governments, tribal governments, nonprofit organizations, and local educational agencies.

Private nonprofit agencies must document their nonprofit status.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) takes effect January 1, 2009. Applicants for federal awards are required to have a DUNS number and to maintain a current registration in CCR. To obtain a DUNS number online, go to www.dunandbradstreet.com or call the Dun & Bradstreet hotline at 1-866-705-5711. The DUNS number is required as part of registration with CCR. To register with CCR, go to www.ccr.gov; call 1-888-227-2423 or 1-269-961-5757 with any questions.

Note: You must renew your CCR registration once a year. If applicants fail to renew their CCR registration, the grant application may not be submitted.

III. Application Deadline

Applications for RFP #09-03 (U) Enforcing Underage Drinking Laws (EUDL) must be submitted online on or before January 5, 2009, at 5 pm.

IV. Registration

Register online at mbcc.mt.gov at least five (5) days prior to the January 5, 2009, application deadline. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN).

V. How to Apply

Go to mbcc.mt.gov and select Grants, then Online Application. Log in and choose an RFP by selecting File a New Application. Select the RFP for which you are applying. Complete the online application, and mail the signature page, letters of support, and proof of nonprofit status.

Assistance

If you need assistance with the application, please call our office at 406-444-3604. If you have questions regarding the application content, please contact the following staff:

Fiscal Staff
Glenda Grover
ggrover@mt.gov

Phone
444-2085

Program Staff
Julie Fischer
jfischer2@mt.gov

Phone
444-2056

Crime Data

Agencies needing crime data to complete their applications can request the information at mbcc@mt.gov.

Receipt Verification

- All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

Late Applications

- New project applications that are received past the due date will not be considered during the current cycle;
- The first late submittal for continuation project applications will require an appearance before the Application Review Committee of the MBCC to request consideration. According to MBCC policy, the second late submittal requires the application be returned and not considered during the current cycle.

VI. Program-Specific Information

Project Period

The project period begins July 1, 2009, and concludes June 30, 2010, pending an approved federal extension.

Goals, Objectives, and Deliverables

The goal of this initiative is to support and enhance state efforts, in cooperation with local jurisdictions, to enforce laws prohibiting the sale or the consumption of alcoholic beverages by minors through increased law enforcement/youth task forces, public advertising, media campaigns, education, training on alcohol sales, and innovative programs that combat underage drinking.

For the purposes of this program, minors are defined as individuals under 21 years of age.

Allowable Activities:

- Reduce third party sales by increasing enforcement of current laws regarding sales to minors (Compliance Checks);
- Public advertising programs to educate establishments about statutory prohibitions and sanctions (Coalitions/Community Groups/Alcohol Task Force to educate the public); and
- Innovative programs to prevent and combat underage drinking (Shoulder Taps, Party Patrol/Rolling Parties, Saturation Patrols, Keg Registration, and Alcohol Retail Sales Education/Training).

STATEWIDE STRATEGY

Priority Projects:

The following priorities were established for funding with the EUDL block grant:

- Successful applicants for Enforcing Underage Drinking Laws funding must demonstrate collaboration within their community;
- Evidence of this collaboration may be in the form of a Letter of Support (LOS) or Memorandum of Understanding (MOU). LOS or MOU must specifically cite what kind of support/service is being offered, such as office space, volunteer time, participation in planning, or other appropriate services.
- Comprehensive projects that involve more than one strategy for the reduction of consumption of alcohol by youth;
- Perform reasonable number of compliance checks; and
- Projects must have evaluation plans that are the basis for quarterly reporting.

Objective 1: To involve youth in local law enforcement activities and community coalitions in reducing sales of alcohol beverages to minors by June 30, 2010.

Implementation

Target establishments suspected of a pattern of violations of state laws governing the sale and consumption of alcohol by minors through local law enforcement and prosecutorial agencies. Communities will implement a group, coalition, or local task force focused on the prevention of underage drinking program if one is not already established. Each community will include minimum of one youth to be an active participant in the Prevention of Underage Drinking program.

Objective 2: To educate establishments, youth, and the public about statutory prohibitions, sanctions, and the health consequences of underage drinking in the local communities by June 30, 2010.

Implementation

Inform the public about the health and legal consequences of underage drinking for the purpose of promoting the reduction of underage drinking. In addition to educating alcohol establishments, the subgrantees, along with youth involvement and the subgrantees' respective partners, educate youth, parents, and the public through local media/advertising programs using billboards, radio, television, brochures, classroom presentations, and any other means.

Educate alcohol establishments using the Department of Revenue's (DOR) "Let's Control It" curriculum, presenting the information through the following agency partnerships: local police departments or county sheriff's offices as the enforcement component; Safe Kids/Safe Communities (SKSC) and DUI Task

Forces which are subgrantees of the Montana Department of Transportation (MDT) – Safety Division; state-approved chemical dependency treatment programs/prevention specialist, which are contracted through the Addictive and Mental Disorder Division (AMDD) – Montana Department of Public Health and Human Service (MTDPHHS) using (SAMHSA) funding; and other local coalitions that partner with the above agencies.

Objective 3: To implement innovative programs to prevent and combat underage purchase and consumption of alcoholic beverages in the local communities by June 30, 2010.

Implementation

Innovative programs include merchant training (see Objective 2 for partners); the use of local law enforcement to perform party patrols for the purpose of locating underage drinking parties; the use of local law enforcement to perform alcohol establishment walk-throughs to check IDs for underage drinkers; training at the National Conference for subgrantees; statewide youth task force; coalition members; and any other activity to promote the reduction of underage drinking and education of the health and legal consequences resulting from underage drinking.

Note: The Department of Revenue – Liquor Division provides merchant training curriculum “Let’s Control It” statewide. As a result of the partnerships among the different agencies, MBCC, MDT, and AMDD-MTDPHHS met with DOR and agreed to consistently adopt and present DOR’s “Let’s Control It” curriculum to alcohol establishments statewide. The DOR issues certificates to participants after completion of the course. The DOR assists in training the above agencies’ subgrantees when requested and approves all presentations to make sure the presentations follow the “Let’s Control It” curriculum.

*If the subgrantee performs Alcohol Merchant Retail Sales Training, the subgrantee must use the approved DOR curriculum. If the subgrantee needs training approval, **contact Jason Wood, Unit Supervisor, Liquor Licensing, Department of Revenue, 406-444-0711.***

VII. Performance Measures

Applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Purpose Area	Performance Measures	Data to Be Collected
To support youth/statewide taskforces	Number of youth involved in task force activities (e.g., educational work with law enforcement, serving on task force boards/committees)	Number of youth involved in task force activities

	Number of agencies involved in task force activities that support underage drinking prevention or enforcement	Number of agencies involved in task force activities that support underage drinking prevention or enforcement
To support public advertising campaigns	Number of earned media coverage episodes/events (interviews, op-ed pieces, TV coverage, etc.)	Number (by type) of earned media coverage episodes/ events related to EUDL activities, underage drinking prevention, and/or enforcement
To support innovative and collaborative programs to prevent and combat underage drinking	Percent of EUDL grantees/ subgrantees implementing one or more evidence-based best practices (e.g., underage drinking programs, practices, or strategies)	Number of EUDL grantees/ subgrantees implementing evidence-based best practices, compared with total number of grantees/subgrantees
	Number of grantees involved in one or more innovative underage drinking enforcement activities (e.g., retail compliance checks, third party provision operations, party patrols, youth-oriented impaired driving enforcement)	Number of grantees involved in one or more innovative underage drinking enforcement activities
	For grantees conducting compliance checks:	
	Percentage change in retail establishments that are in compliance from the first to the second reporting period	Number of retail establishments found compliant, compared to total number of retail establishments checked for compliance for each reporting period

VIII. Application Requirements

All applications must include the following:

Face Sheet

Executive Summary

Project Narrative

- Needs Assessment
- Project Goals
- Project Objectives
- Implementation Plan
- Evaluation
- Future Funding/Sustainability Plan

Budget and Budget Narrative

Budget Detail Worksheet

Special Assurances and Conditions

*Nonprofit Status

*Verification of CCR Registration

*Letters of Support

*Signature Page

***Mail original copies of the signature page, verification of CCR Registration, letters of support, and documentation of nonprofit status to the following address:**

MBCC
3075 North Montana
PO Box 201408
Helena, MT 59620-1408

Face Sheet

The face sheet is automatically generated in the online application system. The face sheet identifies the applicant, the Online Subgrant Application System (OSAS) ID, the project director and agency budget representative, the project title, the date the application was received, the project duration dates, and the project budget.

Executive Summary

Briefly summarize the scope of your project, state the problem or need, objectives and outcomes to be gained, and the total cost of the project. This section should be limited to 4 double-spaced, 12-point font pages.

Project Narrative

Submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the program narrative page count. MBCC may deem applications that do not adhere to the required format to be ineligible for consideration. The program narrative describes the applicants approach for the SDFSCA program in his/her community. The program narrative must be written in a 12-point font, double-spaced, and contain the following components:

Project Description. Provide a detailed description of how the agency will use SDFSCA grant funds, including a realistic sustainability plan if future federal funds are not available. Use the following outline to create a complete program description; sections a – f must be kept to 24 pages or less:

- a. **Needs Assessment.** Applicant must include the following: the service area; an approximation of the youth to be served in the service area; the number of alcohol licenses in the service area, broken down by bars/alcohol establishments, restaurants that serve alcohol, liquor stores, grocery stores, and beer distributors; the number of alcohol licenses issued in the service area broken down by bars/alcohol establishments, restaurants that serve alcohol, liquor stores, grocery stores, and beer distributors; the approximate number of MIP citations issued and convictions in the last year (July 1, 2007, through June 30, 2008) for the service area; and reference youth-specific data from the 2007 Prevention Needs Assessment or the 2008 Youth Risk Behavior Survey for the community, not statewide.
- b. **Project Goals.** Provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project.

- c. **Project Objectives.** Identify the specific milestones aimed at achieving the goal(s). Objectives must state a date when a milestone will be reached and be specific, measurable, achievable, realistic, and tangible.
- d. **Implementation Plan.** Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or action plan listing the objective(s), the responsible party, the timeline, how each objective will be accomplished, projected costs, and resources needed. Be certain to attach letters of agreement and support if other agencies are involved.
- e. **Evaluation.** Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to underage drinking.
- f. **Future Funding/ Sustainability Plan.** Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of federal funding you anticipate seeking, and a general description of funding in the final year of support.
- g. **Budget and Budget Narrative.** Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations to demonstrate how the applicant arrived at the total amount requested; and (3) provides a brief narrative to link costs with project activities. The narrative should demonstrate that all costs are reasonable.
- h. **Budget Detail Worksheet.** Applicants must submit a budget that includes both a detailed worksheet itemizing the costs and a narrative explaining and justifying each budget item.

Special Assurances and Conditions. The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page binds the applicant to the Special Assurances and Conditions.

Signature Page. Original signatures are required. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc.

All successful applicants for MBCC grant award funds must agree to the following conditions:

1. Submit quarterly narrative, data, and financial reports **in the prescribed format according to MBCC time frames.**
2. Submit timely semi-annual reports to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) using the Data Reporting Tool (DCTAT). **This requirement comes from the OJJDP.**

3. It is strongly recommended that new applicants or new project personnel attend one of the MBCC's grant management workshops. This training targets personnel who work directly in the program and fiscal areas of the project and who have not previously attended a session.
4. Applicants must include travel for a minimum of one program person and one youth to attend training at the National Leadership Conference at an approximate cost of \$1500 per person. Scholarships are limited due to the reduction in the federal award.
5. Mail original copies of the signature page, letters of support, verification of CCR registration, and documentation of nonprofit status to the following address:

MBCC
3075 North Montana
PO Box 201408
Helena, MT 59620-1408

IX. Special Requirements

Crime Data Reporting

If the grant is for a law enforcement agency, the law enforcement agency must report crime data to the MBCC. The crime data must be compliant with the Montana Incident-Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, the agency may submit a Memorandum of Understanding (MOU), and the MBCC will decide if the MOU justifies a waiver until the agency becomes compliant. Contact MBCC staff if you are unsure of your status. For more information please contact Jimmy Steyee (406-444-4298; jsteyee@mt.gov) or Kathy Ruppert (406-444-2084; kruppert@mt.gov).

Juvenile Court Assessment and Tracking System (JCATS)

If the grant is for a juvenile probation office, the office must participate in JCATS, which manages data for juvenile probation and all data regarding offenses and the offender, including placements and services provided to youth.

Federal Reporting Requirements

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act Compliance
- ❖ DOJ Information Technology Standards
- ❖ Single Point of Contact Review
- ❖ Non-Supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide
- ❖ Suspension or Termination of Funding
- ❖ Nonprofit Organizations
- ❖ Government Performance and Results Act
- ❖ Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

X. Limitations and Fund Use

Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87, or A-21, and state policy.
6. Calculating and reimbursing cost for mileage, per diem, and lodging cannot exceed state rates. For more information go to mt.gov/doa, click on Resources, and click on State Travel Information for travel policy and hotel listings. Call for instructions regarding out-of-state travel.
7. Indirect costs are **not** allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
10. General salaries and personnel costs are allowable.
11. Funds may not be expended or obligated prior to July 1, 2009.
12. Purchase or lease of vehicles is **not** permitted. Mileage will be allowed at the current approved state rate.
13. Uniform allowances will not be permitted.
14. If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

Note: Agencies receiving \$500,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.

Food and beverage items may be allowable if costs meet the following guidelines: 1) the food and beverage items are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverage items are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. All food and beverage items must receive prior approval from MBCC.

XI. Other Attachments

No other attachments are required.

XII. Selection Criteria

Awards

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program manager will review the applications and summarize their findings to the Prevention Committee of the MBCC for their recommendations.

The Application Review Committee of the Board will review proposals during their February 2009 meeting. Immediately following the review of the applications by the Application Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. The Application Review Committee will recommend award; recommend denial; or seek additional information or clarification prior to recommendation.

The MBCC Board will review all of the committee's recommendations and make the awards. Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered a significant reason to recommend denial of the application.

Appeals

If an application is recommended for denial, the applicant may appeal the recommendation to the full Board **if there are substantive reasons**. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control at least 10 days prior to the Board meeting.